Instructions for Completing Your AMTF Nomination Form

DEADLINE FOR APPLICATION SUBMISSION:

2nd Friday in February (FEBRUARY 14, 2025)

1. Download the AMTF nomination form from the AMTF website and save it to your computer.
2. Reopen the saved Excel file from your computer.
3. Complete the application by typing your responses in each field. Save your responses often to avoid losing any information.
4. Once you have completed your form, forward it to your nominators to ensure you have entered all responses correctly. Please give your nominators at least 2 weeks before the deadline to review your application, provide any feedback, and return it to you for final edits.
5. Once your nomination form is final, sign the form. Either by cutting and pasting your signature or digitally signing it with Excel. (DO NOT CONVERT TO PDF)
6. Please save your file on your computer with the following label: LastName.FirstName.xls
7. Please complete a short bio in a separate document to be submitted along with the application. It must be 250 words or less.
8. Email the completed, signed form and your separate Bio document to your Nominators who will write their nomination letters. Please complete this step at least 2 weeks before the deadline to ensure all materials are submitted promptly. The nominators must submit all final information electronically to the membership committee by the deadline. Nominators, please remember that BOTH must sign and date the nominee's application. Either by cutting and pasting your signature or by digitally signing it with Excel. (DO NOT CONVERT TO PDF)
9. Resumes, curriculum vitae, and photos are unacceptable substitutes for the AMTF application. However, some nominators might request these documents from the nominee if they will help with composing the nomination letter.
10. All forms should be returned electronically by 2nd Friday in February (**Friday, February 14, 2025)** to the following address: [amtfmembership@gmail.com](mailto:amtfmembership@gmail.com)

ADDITIONAL CONSIDERATIONS:

1. The nominee's accomplishments must total a minimum of **110 points**.
2. Ensure each item is listed in the category where the nominee receives the highest awarded points.
3. Please note that if the candidate exceeds the maximum number of points in a specific section, the points awarded and used in the final calculation will reflect the maximum number for that section and not the points earned by the candidate.
4. Each item will only be counted **once** on the form for a single category.
   1. The AMTF membership review committee will remove duplicate items and adjust points accordingly.
   2. The applicant should not modify the total points, even if they exceed the maximum. The membership committee will make those adjustments.
5. Any questions or issues with completing the form should be initially directed to the nominators.